PARISH EMPLOYEE & VOLUNTEER TRAINING REQUIREMENT FLOW CHART (FORM 644-K)

I'm working/volunteering at a PARISH within the Diocese of La Crosse. Parishes require a basic background check for individuals 16 years of age or older who have consistent contact with children. Adult Safe Environment Training is required for participants 18 years of age & older.

Individuals (both paid and volunteer) aged 16 or older who have contact with minors or is a janitor/custodian. (Examples: DRE/CRE, youth minister, etc.)

Individuals (volunteers) aged 16 or older who do not have consistent contact with minors. (Examples: bookkeeper, housekeeper, lawn care, snow removal, etc.)

Individuals aged 15 and under

1. Protect & Heal Student Training

1. Safe Environment Training is not required
2. Background Check is not required
3. Review the "Red Book", "Green Book", and the Diocese of La Crosse Code of Conduct.

Paid individuals 18 & over will be subject to both a basic background check and a comprehensive fingerprinting background check. Additionally, Adult Safe Environment Training & Verification paperwork must be completed prior to participation.

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VOLUNTEERS

1. Submit basic criminal background check (Form 644-A). Renew every five (5) years.
2. Watch Safe Environment Video
3. Complete Safe Environment Training Slideshow & Survey. This training will review the "Red Book", "Green Book", and the Diocese of La Crosse Code of Conduct. Renew annually.
4. Submit Safe Environment Training Verification (Form 644-B). Renew annually.
5. Submit Confidential Questionnaire (Form 644-C). Renew annually.

PAID STAFF

1. Submit basic criminal background check (Form 644-A). Renew every five (5) years.
2. Watch Safe Environment Video
3. Complete Safe Environment Training Slideshow & Survey. This training will review the "Red Book", "Green Book", and the Diocese of La Crosse Code of Conduct. Renew annually.
4. Submit Safe Environment Training Verification (Form (644-B). Renew annually.
5. Submit Confidential Questionnaire (Form 644-C). Renew annually.
6. Submit comprehensive background check via 2 fingerprint cards. This process is done at a local sheriff's station via appointment. Print cards can be acquired prior to visiting station from parish Safe Environment Coordinator.